

**Landscape Partnership Grant Program**  
**APPLICATION FORM – FY2020**  
**Deadline: Tuesday, January 21, 2020 at 3:00 pm**  
*Please print double-sided*

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## I. APPLICANT INFORMATION

**Project name:** \_\_\_\_\_

### Project partners & contact information

**All projects must have at least two project partners with a significant investment, representing at least two of the following categories:** municipal conservation commissions, water departments (or selectmen acting as such); non-profit public water suppliers; non-profit 501(c)(3) organizations whose primary purpose includes land conservation, environmental protection, environmental education, or outdoor recreation; government land agencies, including the Massachusetts Departments of Conservation and Recreation, Agricultural Resources, or Fish and Game, or US Department of the Interior or US Department of Agriculture, or the Massachusetts Department of Transportation.

Partner type	Project partner	Contact name	Contact (address, phone, email)
<b>Lead</b> – this person will serve as the point of contact for this application, and will be responsible for ensuring <b>all</b> project partners complete their obligations			
<b>Partner 2</b>			
<b>Partner 3</b>			
<b>Partner 4</b>			
<b>Partner 5</b>			

*Municipal project partners:* attach a letter from the municipal Chief Executive Officer (typically chair of selectboard, mayor, or city/town administrator/manager) indicating that the project contact is authorized to apply for funds through the Landscape Partnership Grant program.

## 2. PROJECT DETAILS

Projects must include at least 500 acres of contiguous land. They can include multiple tracts or ownerships, and can include additional acres that are contiguous via other permanently protected land (does not include Chapter 61 land).

Can this project be completed in FY 21 (July 1, 2020 – June 30, 2021)?

☐ No                      ☐ Yes, if necessary                      ☐ Yes, preferred

Can this project be completed in one fiscal year?

- ☐ Project can be completed in one fiscal year.  
☐ Project can be completed in two fiscal years.

If project needs to be completed in two fiscal years, how much grant funding is needed in  
FY 2020 \_\_\_\_\_ FY 2021 \_\_\_\_\_

Total acres: \_\_\_\_\_

Number of parcels: \_\_\_\_\_

Project location (municipality/ies) \_\_\_\_\_

Will this project include forest inventory and carbon credit sale preparation for forest carbon market program? ☐ Yes ☐ No

If yes, describe the work proposed: \_\_\_\_\_

\_\_\_\_\_

Will this project include the development of a municipal park or playground (towns with a population of 6,000 or below only)? ☐ Yes ☐ No

If yes, describe the work proposed: \_\_\_\_\_

\_\_\_\_\_

Attach a detailed proposal and budget, including acquisition, design, and construction costs. If requesting funding to acquire a property on which to construct a park or playground, complete a parcel information page.

Does this project abut already protected open space (at least 100+ acres) or will it serve as a potential catalyst for the conservation of 100+ adjacent acres beyond the proposed Landscape Partnership project? ☐ Yes ☐ No

If yes, how many acres \_\_\_\_\_

Provide additional information and wider area map(s) of the existing protected open space or of the unprotected tracts of lands that this project will serve as a catalyst to protect.

### **Project description**

A narrative description of your project will be used to evaluate the overall scope and quality of your proposed project. The questions in subsequent application sections cover standard metrics of natural resource values, such as Biomap2 and soils classification. The narrative is an opportunity to discuss the importance and quality of the project not captured by these measures. Attach a description of not more than four pages that addresses the following:

- Role of each project partner
- Interests to be acquired for each parcel
- Anticipated use of each parcel
- Location and type of public access
- Project timeline
- Why this project should be funded by this grant program. How does it stretch partners beyond what they would normally do?

- Ecological characteristics and natural resources of the project, as a whole, and each constituent part. How are they threatened?
- How the project will protect and support natural resource economies
- Importance of the project to climate change adaptation and resilience for wildlife habitat.
- How the project furthers the goals of the Municipal Vulnerability Preparedness Program for the communities. Applicants are encouraged to propose preservation of forested land that would serve as natural mitigations for impacts of climate change such as carbon sequestration, flood and stormwater risk mitigation, and drinking water supply preservation.
- Long-term stewardship plan
- Local demand for park or playground, if requesting funding
- Wildlife passage, stream culvert, or bridge construction that will provide habitat connectivity
- Connectivity to existing protected open space or the potential for future conservation efforts
- Other sources of funding you have or are seeking
- Any additional project partners that are contributing in ways other than acquiring property
- How the applicants address land stewardship on existing municipal and 501(c)3 non-profit land. Attach documentation of such project(s) to the application (may be in addition to the four page limit).
- For municipality partners that have signed on the Community Compact Agreement, include a description of related best practices on land and open space conservation.

### **Project details**

Complete a parcel information sheet for each parcel or project component. A single parcel information sheet may be used in instances where one partner is acquiring the same interest in multiple adjacent/subdivided lots currently held under a single ownership.

**Parcel Information Sheet**

Parcel/component # \_\_\_\_\_

Complete a parcel information sheet for each parcel or project component. A single parcel information sheet may be used in instances where one partner is acquiring the same interest in multiple adjacent/subdivided lots currently held under a single ownership.

Municipality: \_\_\_\_\_ Acres: \_\_\_\_\_

Assessor's map/lot number: \_\_\_\_\_

Upland Acreage: \_\_\_\_\_ Building Lots: \_\_\_\_\_

Wetland Acreage: \_\_\_\_\_

Current owner: \_\_\_\_\_

Address: \_\_\_\_\_

**Project partner:** \_\_\_\_\_Interest to be acquired: ☐ Fee ☐ CR ☐ APR ☐ WPR ☐ Multiple interests

If multiple interests, describe: \_\_\_\_\_

**2<sup>nd</sup> project partner** (if applicable): \_\_\_\_\_Interest to be acquired: ☐ Fee ☐ CR ☐ APR ☐ WPR ☐ Multiple interests

If multiple interests, describe: \_\_\_\_\_

**Acquisition and funding details**Appraisal Report #1

Interest \_\_\_\_\_

Valuation \$ \_\_\_\_\_

Appraiser \_\_\_\_\_

Valuation Date \_\_\_\_\_

Appraisal Report #2 (Recommended, if land valued at over \$750,000)

Interest \_\_\_\_\_

Valuation \$ \_\_\_\_\_

Appraiser \_\_\_\_\_

Valuation Date \_\_\_\_\_

**Acquisition details:**Negotiated Sale: ☐ Yes ☐ NoDo you have a Purchase & Sales Agreement or Agreed Price? ☐ Yes ☐ No

If yes, amount: \$ \_\_\_\_\_

Have you conducted a title examination?\* ☐ Yes ☐ NoIs clear title available? ☐ Yes ☐ No ☐ Don't knowIf no, is an eminent domain taking anticipated? ☐ Yes ☐ No

If yes, proposed pro tanto award amount: \$ \_\_\_\_\_

\*All parcels must have certified clear title as a condition of reimbursement. If clear title is not available, an acquisition by friendly taking (eminent domain) process may be used to clear the title. Applicants are advised to conduct title research well in advance of anticipated closing date, as title problems can complicate and delay acquisition.

**Funding request:**

Only eligible costs for which appropriate documentation is provided will be eligible for reimbursement. Costs incurred prior to contract or ISA execution or completion of a capital allocation will not be funded. Federal partners are not eligible to receive reimbursement. See section 2F in BID for eligible expenditures.

Estimated cost, this parcel/interest: \$ \_\_\_\_\_

Funding request, this parcel/interest: \$ \_\_\_\_\_

**For municipal acquisitions:**Do you have town meeting vote/city council approval? ☐ Yes ☐ No

If not, what is the date for the vote? \_\_\_\_\_

*Note: project must have municipal authorization by December 31, 2019 for FY20**awards and by December 31, 2020 for FY 21 awards. Attach a copy of the vote, or draft language.*

**Parcel details:**

Is there a recent survey available for the parcel? ☐ Yes ☐ No  
Properties lacking recent surveys will be required to complete one as a condition of award payment.

Zoning: \_\_\_\_\_

Present/past use: \_\_\_\_\_

Is the property currently enrolled in:

☐ Chapter 6I or 6IA ☐ Forest Stewardship Program ☐ Forest or Farm Viability program

Will active forest management or agriculture continue or begin *after* the acquisition?

☐ Yes ☐ No

Proposed use: \_\_\_\_\_

Are there structures on the parcel? ☐ Yes ☐ No

*For fee acquisitions only:* if yes, list structures, estimated value, current and planned use. This program is intended to preserve undeveloped land, not to purchase buildings. Buildings not intended to serve conservation purposes are not eligible for grant funding; their value should be subtracted from the subject property.

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Will public access be allowed on this parcel? ☐ Yes ☐ No

If public access will be allowed:

Does property have frontage on a street? ☐ Yes ☐ No

Name of street(s): \_\_\_\_\_

If no street access, describe how the public can access the property:

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Is this parcel located in one of the following areas designated by the Executive Office of Housing and Economic Development in the South Coast Rail Corridor Plan, the I-495/MetroWest Development Compact Plan, Merrimack Valley Land Use Priority Plan, or other regional plan as they become available?

☐ Priority Development Area (PDA)

☐ Neither

☐ Priority Preservation Area (PPA)

☐ No plan available

### 3. PROJECT QUALITY

Please provide supporting documentation.

#### Landscape conservation:

Total project area: \_\_\_\_\_ acres

How much permanently protected open space does the project directly abut? \_\_\_\_\_ acres

#### Biodiversity and resource protection:

How many acres of the project lie within MA Natural Heritage and Endangered Species Program (NHESP) BioMap2 Core Habitat? \_\_\_\_\_ acres

How many acres lie within NHESP BioMap2 Critical Natural Landscape? \_\_\_\_\_ acres

Each property location has been assigned an average climate resiliency score to identify the importance of the site for climate change adaptation, as defined by The Nature Conservancy's Resilient Land map - <http://maps.tnc.org/resilientland/>. What is the average resiliency score for each the property location in the project?

Parcel #1 \_\_\_\_\_ Parcel #2 \_\_\_\_\_ Parcel #3 \_\_\_\_\_ Parcel #4 \_\_\_\_\_ Parcel #5 \_\_\_\_\_

Additional Parcels \_\_\_\_\_

#### Water resources:

How many acres are located within 500 feet of the ocean, a lake, pond, river, stream, or wetland? \_\_\_\_\_ acres

How many acres are located within a drinking water supply area for existing or planned public water supplies (Zone I or II, Zone A or B), or Interim Wellhead Protection Area, or, are located over a sole-source, medium-, or high-yield aquifer? \_\_\_\_\_ acres

If significant public drinking water supply lands are protected, a letter from the water supplier benefiting from this protection that explains how this project will help make this water supply more resilient to the impact of climate change (increased flooding, stormwater and droughts) may benefit the rating points for the climate change category.

List aquifer or Public Water System ID# (this information can be found at this website <https://www.mass.gov/service-details/public-water-supplier-document-search>):

\_\_\_\_\_  
\_\_\_\_\_

#### Working lands:

How many acres of the project, including match parcels, are *currently* actively managed commercially for forest or agricultural products (forests: using a licensed forester)? \_\_\_\_\_ acres

How many acres of the project, including match parcels, will be actively commercially managed for forest or agricultural products, *after project completion* (forests: using a licensed forester)? \_\_\_\_\_ acres

How many acres of prime agricultural or prime forest soils will be actively managed by this project?  
If this is a significant amount of production, explain how this could improve the food and forest  
product security for nearby communities.

\_\_\_\_\_ acres

**Recreational opportunities:**

What public recreational opportunities will the project provide? Check all that apply.

*Recreational opportunities will be verified by DCS during the site visit.*

- ☐ Trail-based activities (ex. hiking, Nordic skiing)
- ☐ Wilderness activities (ex. camping, hunting)
- ☐ Water-based activities (ex. canoeing, swimming, fishing, skating)
- ☐ Educational activities (ex. organized nature walks, trainings, outdoor classroom)

## 4. BUDGET

**A. Proposed budget:** Show primary budgeted activities and matching funds. The minimum match for the project as a whole is 50%, however, individual project components may be reimbursed at a higher or lower rate. Landowner bargain sales and gifts of property may be used as part of project partner's share of funds.

Expense	Partner involved	Partner's share	EEA share	Total cost
<b>Parcel/project component # ____</b> (should match Parcel Information Sheet #____):				
<i>Example: Property acquisition</i>	<i>Town Land Trust</i>	<i>\$50,000</i>	<i>\$50,000</i>	<i>\$100,000</i>
<b>Parcel/component total and reimbursement request</b>				
<b>Parcel/project component # ____</b> (should match Parcel Information Sheet #____):				
<b>Parcel/component total and reimbursement request</b>				
<b>Parcel/project component # ____</b> (should match Parcel Information Sheet #____):				
<b>Parcel/component total and reimbursement request</b>				
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<b>Parcel/component total and reimbursement request</b>				
<b>Parcel/project component # ____</b> (should match Parcel Information Sheet # ____):				
<b>Parcel/component total and reimbursement request</b>				
<b>Parcel/project component # ____</b> (should match Parcel Information Sheet # ____):				
<b>Parcel/component total and reimbursement request</b>				
<b>Municipal park/playground</b>				
<b>Component total and reimbursement request</b>				
<b>TOTAL PROJECT COST &amp; FUNDING REQUEST</b>				

## A. Funding and match sources

List all other sources of funding and indicate their certainty. Sources may include, but are not limited to, municipal accounts, non-profit fundraising, agency land acquisition fund, federal grants, landowner bargain sales, or gifts of lands.

Funding source	Project partner recipient	Amount	Secured or pending?
Parcel/project component # ____ (should match Parcel Information Sheet # ____):			
Parcel/project component # ____ (should match Parcel Information Sheet # ____):			
Parcel/project component # ____ (should match Parcel Information Sheet # ____):			
Parcel/project component # ____ (should match Parcel Information Sheet # ____):			
Parcel/project component # ____ (should match Parcel Information Sheet # ____):			
Additional sources of match			
Total project funding secured			
Total project funding secured & pending			

## 5. A COMPLETE APPLICATION INCLUDES THE FOLLOWING DOCUMENTATION:

1. **Application form**
2. **Appraisal reports.** Applications lacking the correct number and type of appraisal reports (certified appraisal report, restricted appraisal report or contracted Realtor's Market Analysis) will be disqualified. See Section 2C of the BID for details.
3. **Project narrative**
4. **Budget details**, itemized as anticipated for each project piece
5. **Cover letters** signed by an authorized signatory for each partner organization authorizing the project manager to apply for the grant on behalf of the entity and committing to complete the project if awarded a grant.
6. **Documentation in support of project quality** evaluation (e.g., evidence of enrollment in Ch. 61/61A; forest management plan; documentation of planned public drinking water source; etc.)
7. **Maps** of values and resources protected; proximity to other conservation lands; plot plans or survey maps. Include the location, acreage, ownership and use of other protected open space abutting the project. Show current use of adjacent private lands.
8. **Draft CR, APR, or WPR** documents, or summaries
9. **Other state agency review** – Include documentation of the value of your project for rare species and historic value by contacting the following state agencies and requesting their review:
  - Massachusetts Natural Heritage and Endangered Species Program (<https://www.mass.gov/orgs/masswildlifes-natural-heritage-endangered-species-program>).
  - Massachusetts Historical Commission: Send the MHC a PNF (<http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>) with a photocopy of the USGS locus map with the property boundaries clearly indicated, smaller-scale property maps if available, and a cover letter to include information about any known historic or archaeological sites. Send this certified mail, return receipt requested, so that you know when it was received. MHC will review and comment to DCS (and copy the applicant) within 30 days of receipt. There is no need to telephone or email the MHC. See these websites for any questions: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf> and <http://www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm>.
10. **Documentation of good land stewardship on past EEA-funded, municipal or 501(c)3 nonprofit land(s).** Documentation can include a recent survey outlining the conditions of the trails or land boundaries, a recent baseline documentation report, and/or photos/documentations of recent conservation projects or outdoor projects was carried out on the property. Provide a narrative of how your agency will provide stewardship if your community does not presently own any conservation land. A link to a website that shows this information can be used, if applicable.

## 6. SIGNATURES

Applications **must** be signed by a representative of each partner organization.

*I certify that the contents of this application are accurate to the best of my knowledge and commit to the role and investment described herein.*

_____	_____	Date: _____
Preparer	Print Name	

\_\_\_\_\_  
Organization

_____	_____	Date: _____
Project partner	Print Name	

\_\_\_\_\_  
Organization

_____	_____	Date: _____
Project partner	Print Name	

\_\_\_\_\_  
Organization

_____	_____	Date: _____
Project partner	Print Name	

\_\_\_\_\_  
Organization

_____	_____	Date: _____
Project partner	Print Name	

\_\_\_\_\_  
Organization

_____	_____	Date: _____
Project partner	Print Name	

\_\_\_\_\_  
Organization